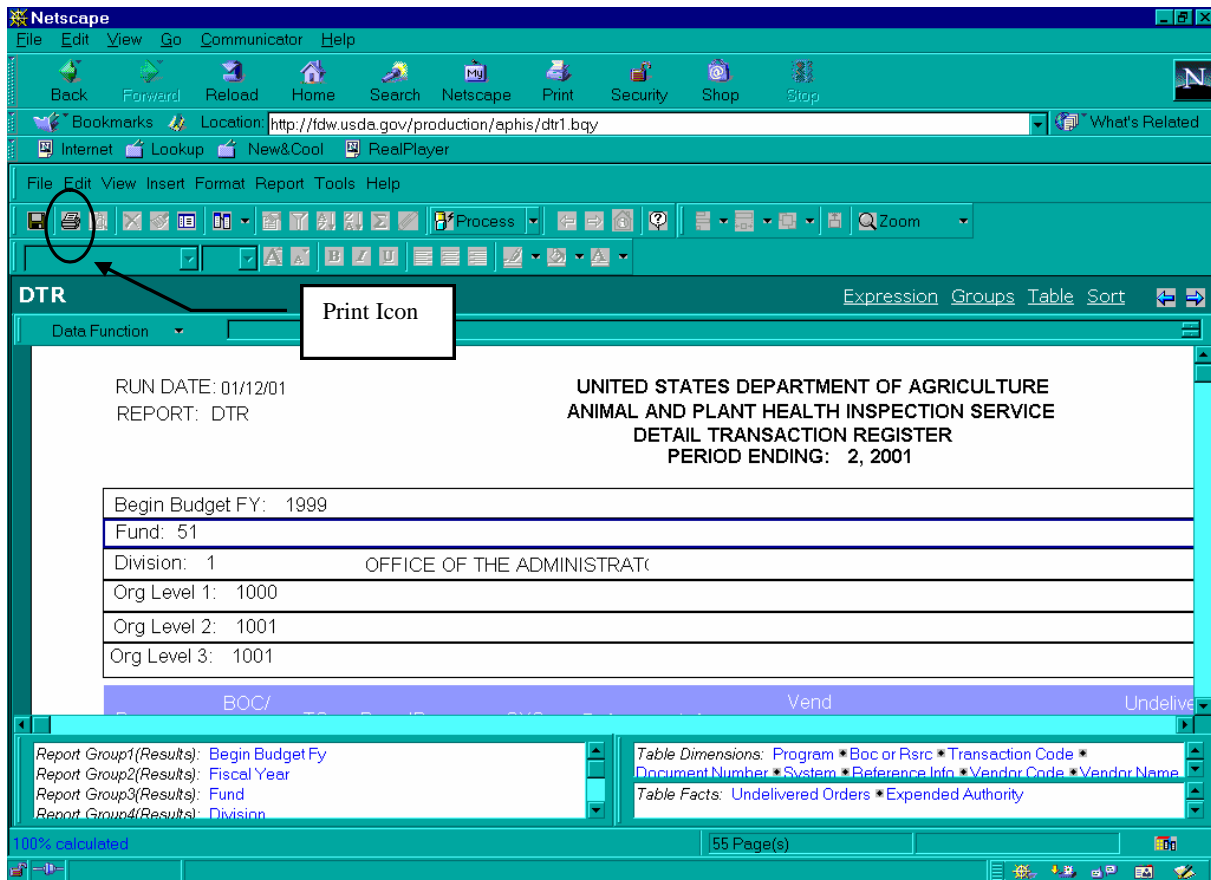


PRINTING REPORTS FROM BRIO INSIGHT/QUICKVIEW

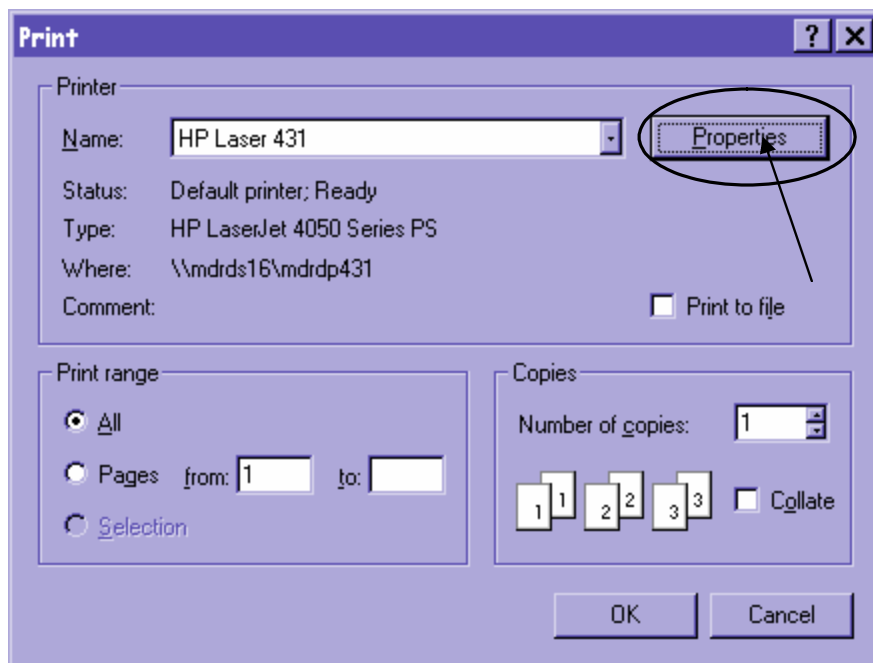
- If you have questions on downloading a report and processing a report please see the report instructions.
- If the first page prints out small, click into the body of the report and then reprint.

Step 1:



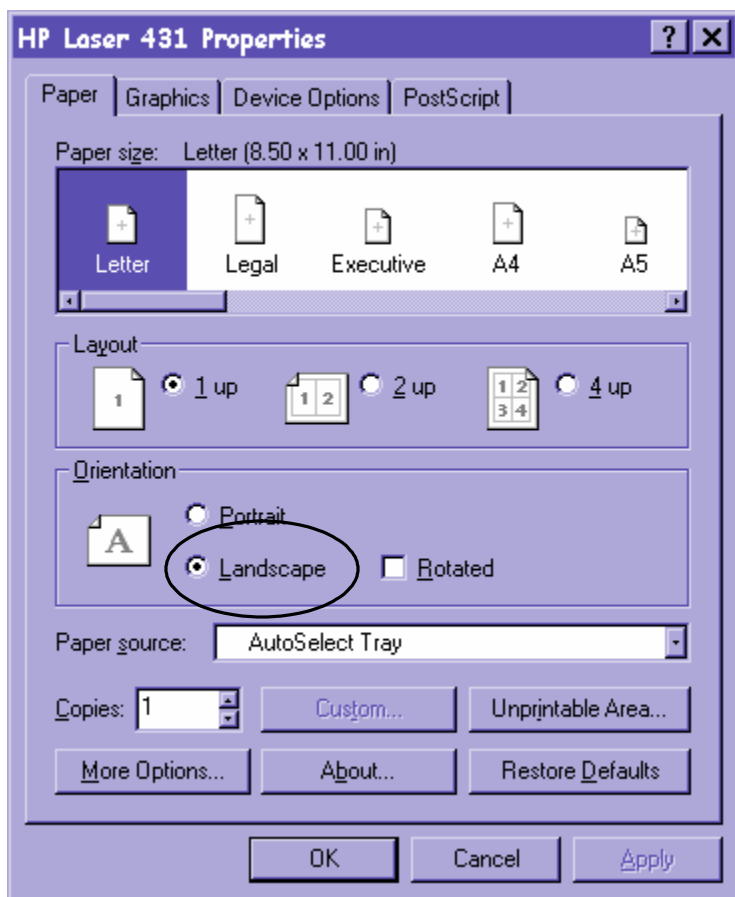
1. After Processing a Report you will want to print out a copy. <Click> on the **Print icon** on the second set of tool bars. The first set of tool bars are to run Netscape and the second set is for the Brio program.

Step 2:



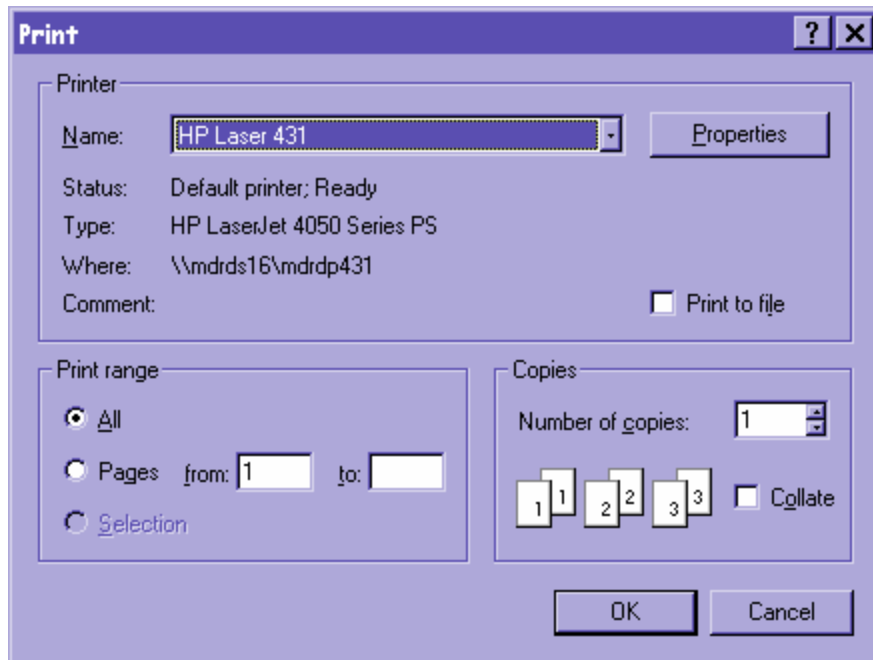
2. <Click> on the **Properties** button on the upper right hand side of the “**PRINT**” screen.

Step 3:



3. You must change the **ORIENTATION** from Portrait to **Landscape**. <Click> on the OK button.

Step 4:



4. <Click> the OK button.